



MANITO ART LEAGUE

CREATING MAILING LABELS FROM EXCEL USING MICROSOFT WORD

- If using Appsmith Application:
- In reports: Mailing labels > open

Report View			
label_name	label_addr1	label_addr2	label_city_state_zip
FRANK STEVEN STEVE BISSELL	1653 SEVEN OAKS LANE		MINOCQUA, WI 54548
GIGI & EDWIN KAHN-BOWLES	N10120 KINGS ROAD		TOMAHAWK, WI 54487
HOLLY MCCORMACK	7550 COUNTY HIGHWAY B		LAND O' LAKES, WI 54540
JOHN & CAROL REICHLING	PO BOX 442	5795 HWY M	BOULDER JUNCTION, WI 54512
BARBARA JADE SIRONEN	1290 N. WHITEFISH LAKE LANE		MINOCQUA, WI 54548

- Click download > Select CSV or Excel. I use Excel

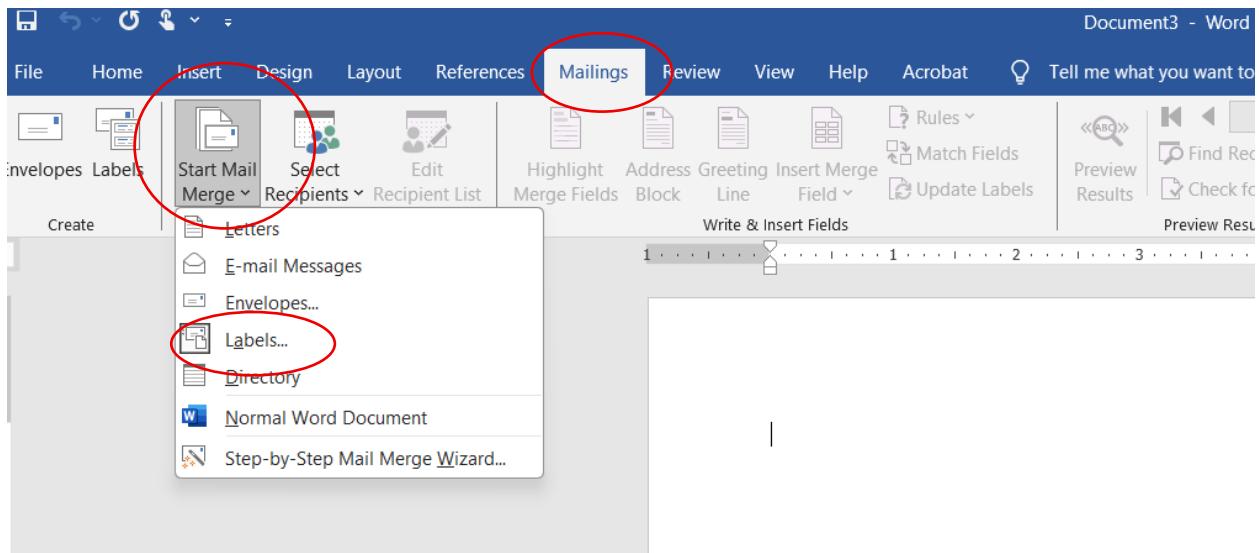
Report View			
label_name	label_addr1	label_addr2	label_city_state_zip
FRANK STEVEN ...	Download as CSV		MINOCQUA, WI 54548
GIGI & EDWIN K...	N10120 KINGS R...		TOMAHAWK, WI 54487
HOLLY MCCORM...	7550 COUNTY HI...		LAND O' LAKES, WI 54540
JOHN & CAROL ...	PO BOX 442	5795 HWY M	BOULDER JUNCTION, WI 54512
BARBARA JADE ...	1290 N. WHITEFI...		MINOCQUA, WI 54548

A	B	C	D	E	F
1 label_name	label_addr1	label_addr2	label_city_state_zip		
2 FRANK STEVEN STEVE BISSELL	1653 SEVEN OAKS LANE		MINOCQUA, WI 54548		
3 GIGI & EDWIN KAHN-BOWLES	N10120 KINGS ROAD		TOMAHAWK, WI 54487		
4 HOLLY MCCORMACK	7550 COUNTY HIGHWAY B		LAND O' LAKES, WI 54540		
5 JOHN & CAROL REICHLING	PO BOX 442	5795 HWY M	BOULDER JUNCTION, WI 54512		
6 BARBARA JADE SIRONEN	1290 N. WHITEFISH LAKE LANE		MINOCQUA, WI 54548		
7 DIANE DIEDERICH	8550 KENWOOD TER		MINOCQUA, WI 54548		
8 KAT NORDBY	7841 KRIECK COURT		ST. GERMAIN, WI 54558		
9 CAROL & CHARLES STEVENS	9371 CARLISLE CT		MINOCQUA, WI 54548		
10 JEANNINE ACHAUER	1296 WHITEFISH LAKE LANE		MINOCQUA, WI 54548		
11					
12					
13					
14					

- Delete top heading row
- Delete any blank rows
- Check for blank fields
- Save excel: “Labels” on your PC

1. Open Microsoft Word and create a blank document.

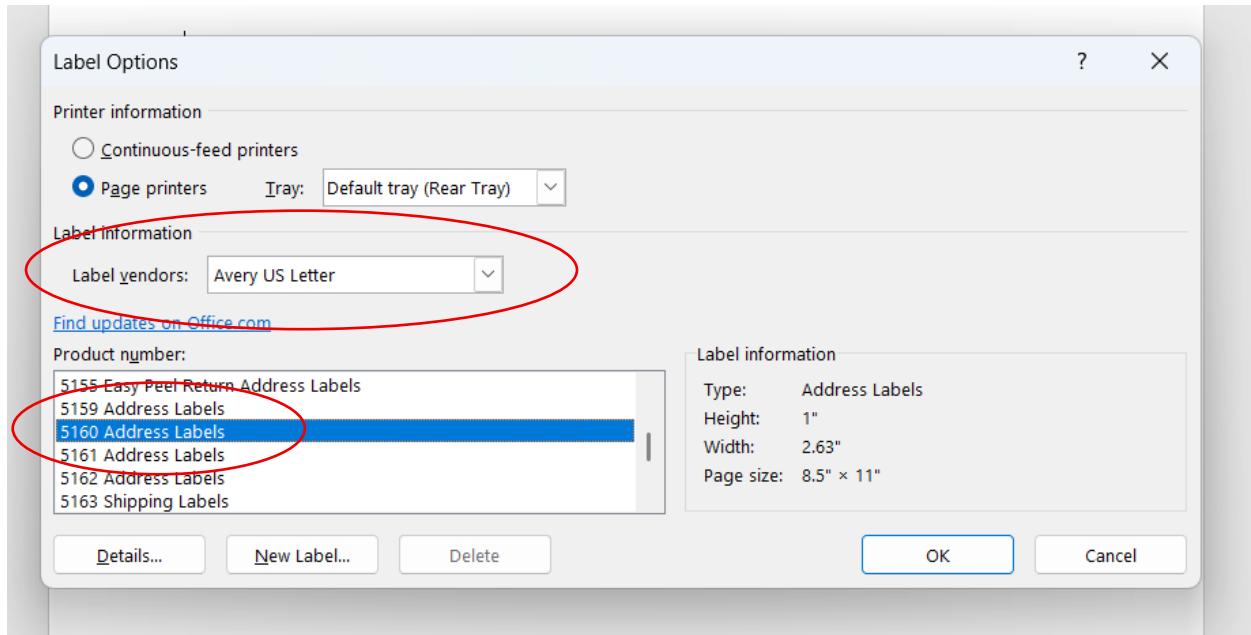
- Go to the **Mailings** tab in the ribbon and select **Start Mail Merge**.
- From the dropdown, choose **Labels**.



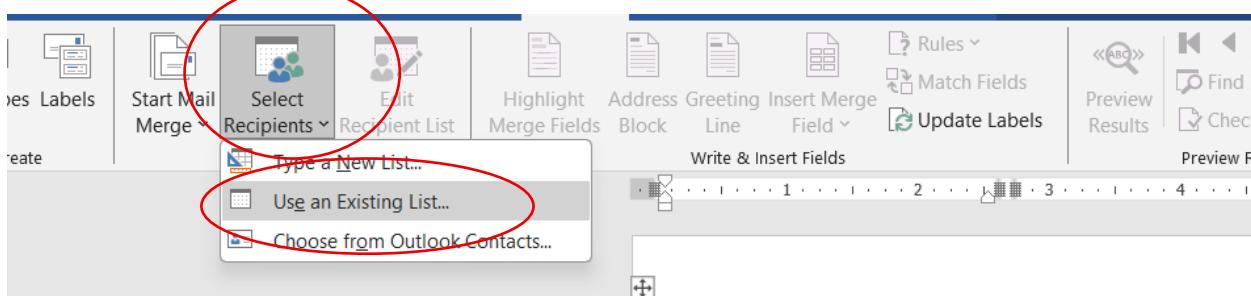
2. In the **Label Options** dialog box:

- Select your Printer type (e.g., Page Printers).
- Choose the Label vendor (e.g., Avery US Letter).

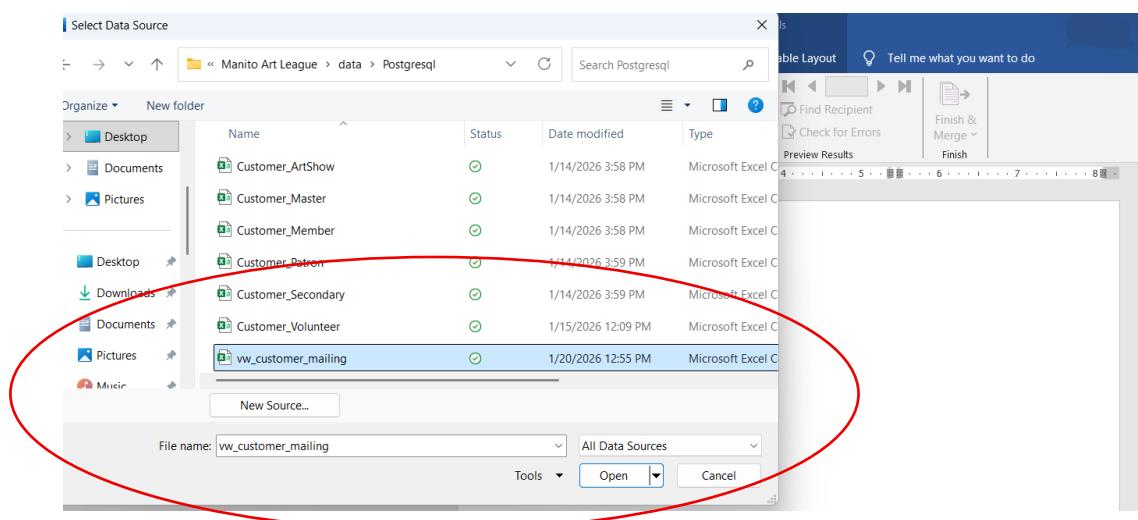
- Select the Product number that matches your label sheets (e.g., 5160 Address Labels).
- Click OK.



3. In the Mailings tab, click Select Recipients and choose Use an Existing List.

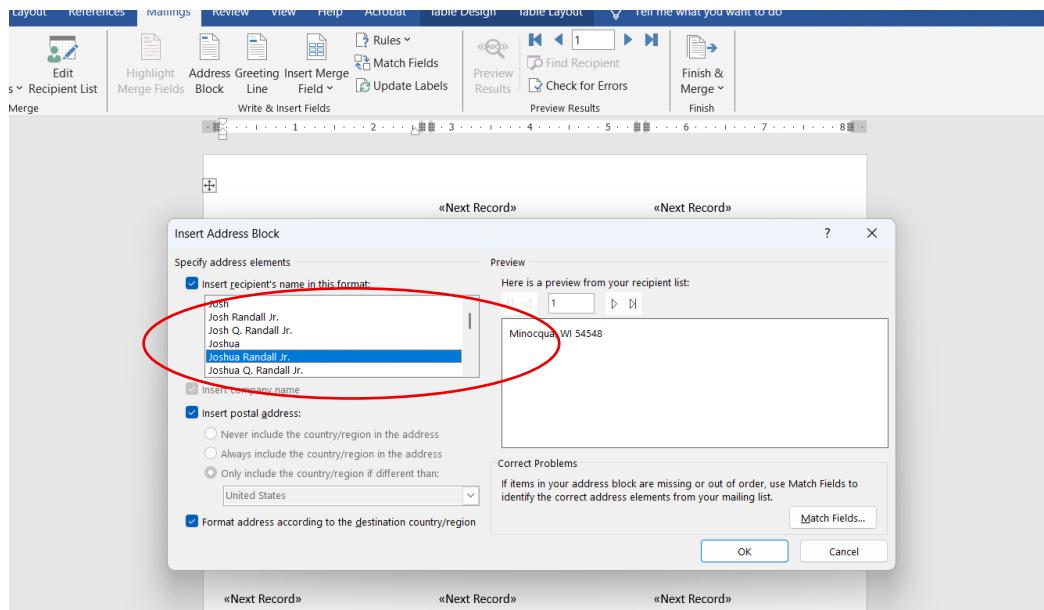


- Locate and select your Excel file, then click Open.

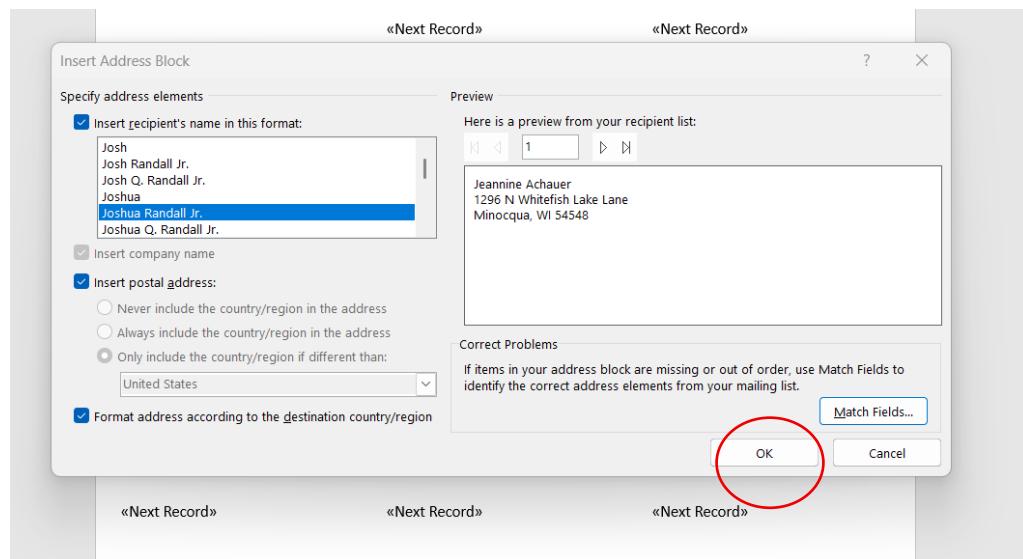


4. In the Select Table dialog box:

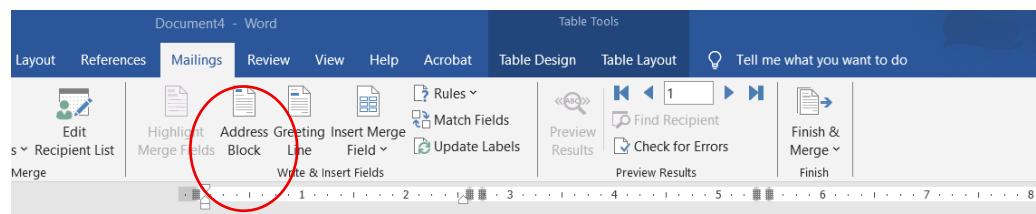
- Choose the worksheet containing your data.



- Click OK.

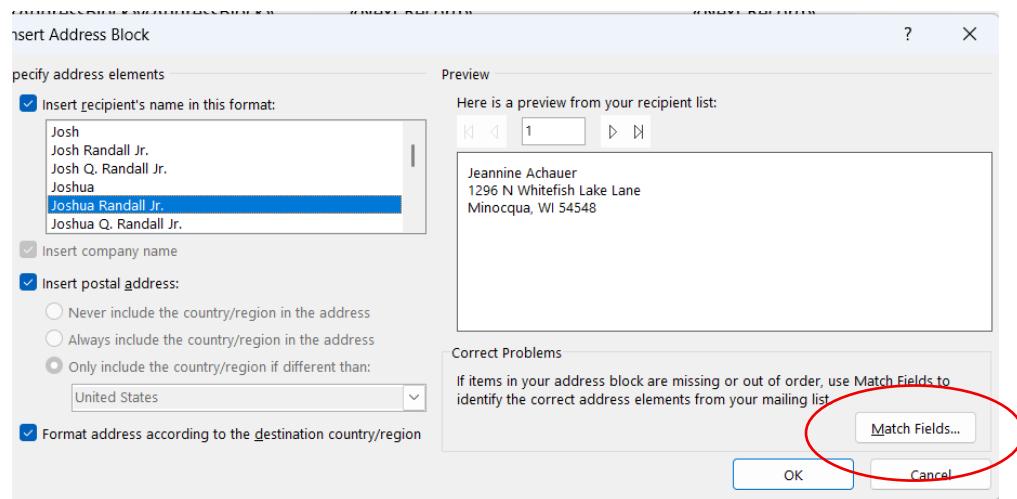


5. Click Address Block in the Write & Insert Fields group on the Mailings tab.

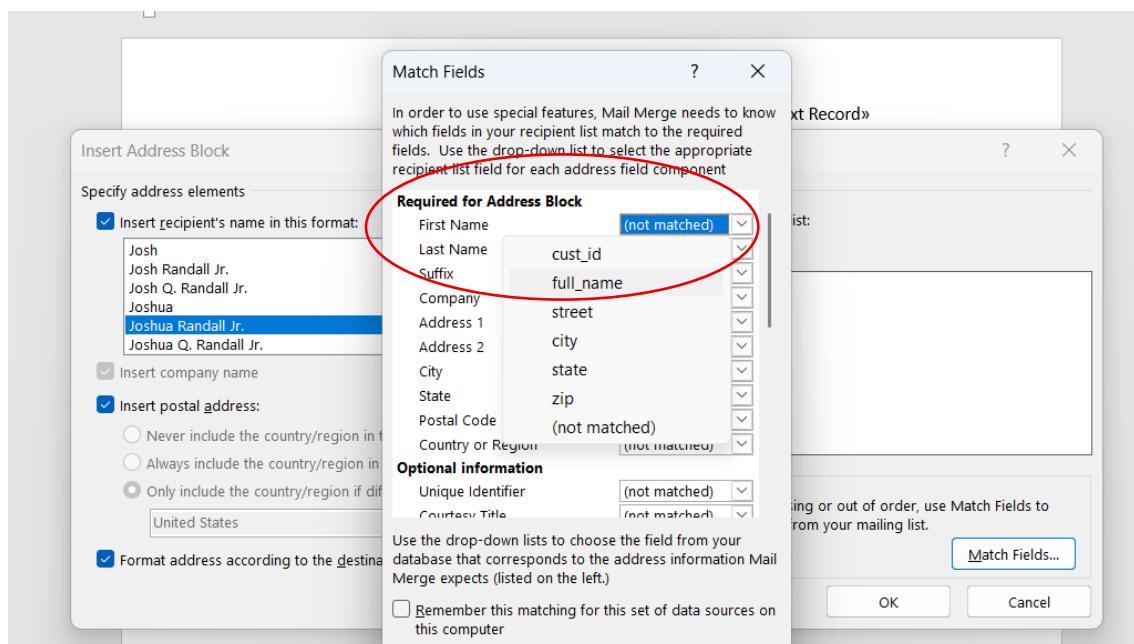


6. In the Insert Address Block dialog box:

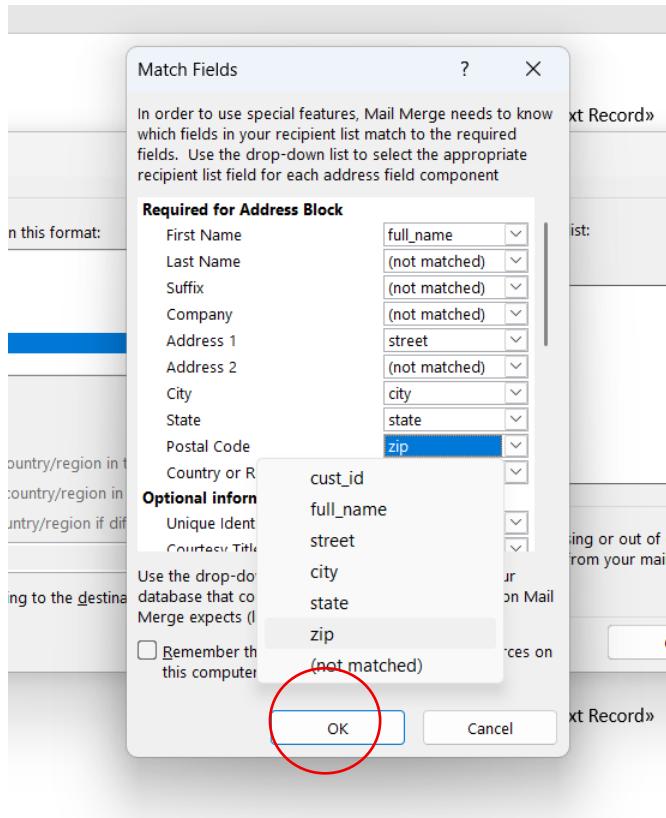
- Adjust the format as needed.
- Click Match Fields to ensure the fields from your Excel file align correctly with the required fields.



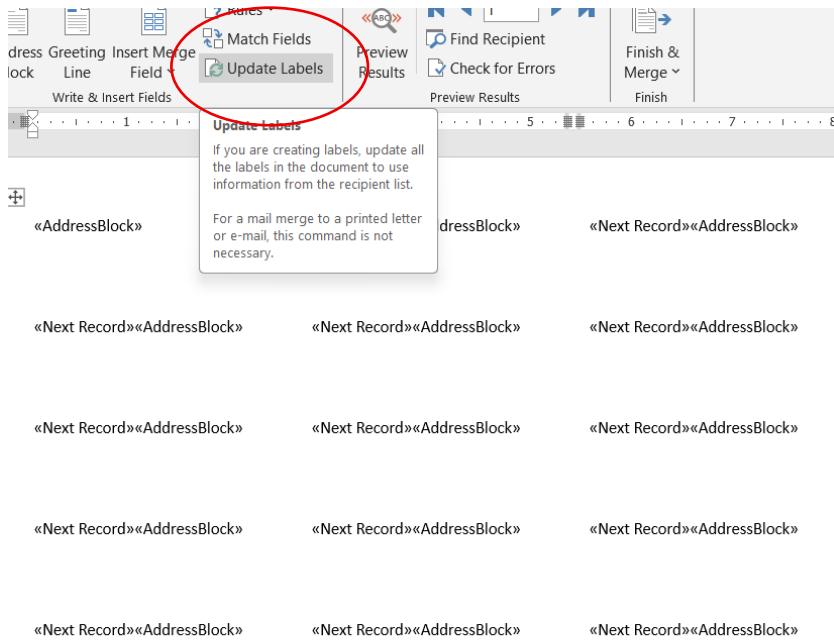
- Click on the Last name or field to highlight the matched field



- If city, state, zip is in one field, click on City and match that one field to it.
- Click OK when done.



7. Click **Update Labels** to apply the address block to all labels on the page



8. Preview your labels by clicking **Preview Results** in the **Mailings** tab.

Document3 - Word

Table Tools

Mailings

Review View Help Acrobat Table Design Table Layout Tell me what you want to do

Highlight Address Greeting Insert Merge Match Fields Preview Results Find Recipient Check for Errors Preview Results Finish & Merge

Merge Fields Block Line Field Update Labels Write & Insert Fields

Jeannine Achauer 1296 N Whitefish Lake Lane Minocqua, WI 54548	Wendy Ahnen 4925 Sherburn Road Eagle River, WI 54521	Christine & Brad Alfery 2127 To To Tom Drive Lac du Flambeau, WI 54538
Laura Anderton 14282 Sugarbush Trail Lac du Flambeau, WI 54538	Carolyn Andrejat 7655 Found Lake Road St. Germain, WI 54558	Philip Babb 6120 Brunners Point Road Hazelhurst, WI 54531
Polly Barbacovi 1508 Merrill Ave Unit 403 Wausau, WI 54401	Jim & Sandy Cashman Becker 5335 Avenue of Birches Manitowish Waters, WI 54545	Lynne Beer 4716 Campo Fiesta Lane Boulder Junction, WI 54512

9. To finalize, click **Finish & Merge and select **Edit Individual Documents**.**

Help Acrobat Table Design Table Layout Tell me what you want to do

Merge Rules Match Fields Preview Results Find Recipient Check for Errors Finish & Merge

Update Labels

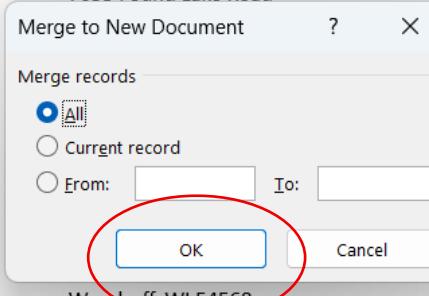
Preview Results

Edit Individual Documents... Print Documents... Send Email Messages...

Lake Lane 48	Wendy Ahnen 4925 Sherburn Road Eagle River, WI 54521	Christine & Brad Alfery 2127 To To Tom Drive Lac du Flambeau, WI 54538
Trail	Carolyn Andrejat 7655 Found Lake Road	Philip Babb 6120 Brunners Point Road

10. In the **Merge to New Document dialog box, select **All** and click **OK**.**

Jeannine Achauer 1296 N Whitefish Lake Lane Minocqua, WI 54548	Wendy Ahnen 4925 Sherburn Road Eagle River, WI 54521	Christine & Brad Alfery 2127 To Tom Drive Lac du Flambeau, WI 54538
Laura Anderton 14282 Sugarbush Trail Lac du Flambeau, WI 54538	Carolyn Andrejat 7655 Found Lake Road	Philip Babb 6120 Brunners Point Road Hazelhurst, WI 54531
Polly Barbacovi 1508 Merrill Ave Unit 403 Wausau, WI 54401		Ynne Beer 716 Campo Fiesta Lane Boulder Junction, WI 54512
Stephen Bensing 370 Millport Drive Valparaiso, IN 46385		Jean & Ken Bettenhausen 3006 Connemara Lane Manitowish Waters, WI 54545
Frank Steven Steve Bissell 1205 Suffield Drive Mc Lean, VA 22101	Emily & Jim Bokern 4795 Lavigne Rd Manitowish Waters, WI 54545	Shannon Brimmer 14263 Harris Creek Lane Winchester, WI 54557



- I centered the labels so they fit better on the envelope, make sure you check them over to make sure they align by making them bigger, check the addresses to make sure they fit after enlarging them.
- Also select NO SPACING To get the fields closer together.

Word ribbon showing the 'Normal' style selected (circled in red). The 'No Spacing' option is also circled in red in the style list.

Jeannine Achauer 1296 N Whitefish Lake Lane Minocqua, WI 54548	Wendy Ahnen 4925 Sherburn Road Eagle River, WI 54521	Christine & Brad Alfery 2127 To Tom Drive Lac du Flambeau, WI 54538
Laura Anderton 14282 Sugarbush Trail Lac du Flambeau, WI 54538	Carolyn Andrejat 7655 Found Lake Road St. Germain, WI 54558	Philip Babb 6120 Brunners Point Road Hazelhurst, WI 54531
Polly Barbacovi 1508 Merrill Ave Unit 403 Wausau, WI 54401	Jim & Sandy Cashman Becker 5335 Avenue of Birches Manitowish Waters, WI 54545	Ynne Beer 716 Campo Fiesta Lane Boulder Junction, WI 54512
Stephen Bensing 370 Millport Drive Valparaiso, IN 46385	Scott Berger 10855 Lake Shore Drive Woodruff, WI 54568	Jean & Ken Bettenhausen 13006 Connemara Lane Manitowish Waters, WI 54545
Frank Steven Steve Bissell 1205 Suffield Drive Mc Lean, VA 22101	Emily & Jim Bokern 4795 Lavigne Rd Manitowish Waters, WI 54545	Shannon Brimmer 14263 Harris Creek Lane Winchester, WI 54557

11. Review the merged document and print your labels by pressing **Ctrl + P** or going to **File > Print**